

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: September 25, 2008
CLOSING DATE: January 31, 2009

Recruiting Bulletin No. **AF-08-2010-PS-21EOR**
Seattle Regional Census Center
Bothell, WA

**THIS IS AN OPEN-CONTINUOUS ANNOUNCEMENT- APPLICANTS WILL BE REFERRED
UNTIL VACANCIES ARE FILLED.**

PARTNERSHIP SPECIALIST

GG-0301-07/09/11/12

Salary Range:

Benton, Lane & Linn	\$36,822- \$65,315
All Others	\$38,624- \$68,512

PROMOTION POTENTIAL: **GG-12**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.**

AREA OF CONSIDERATION: **External- All qualified U.S. Citizens residing in one of the following Oregon counties: Benton, Clackamas, Lane, Linn, Marion, Multnomah, Polk, Washington, or Yamhill.**

SELECTIVE FACTORS: **(1) Ability to develop relationships and productive partnership agreements with leaders in the Russian or Ukrainian community.**
(2) Ability to Speak, Read and Write fluently in the Russian or Ukrainian language.

Please note: All current Census employees on a less than one year appointment, such as an LCO employee must apply to the external posting.

DUTIES: The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience OR education indicated below OR a combination of both:

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 05 level in the Federal service. Specialized experience is work experience explaining non-technical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone.

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities.

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12: Applicants must have the experience indicated below.

You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience (1) conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives and activities, gaining cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

EDUCATION: No substitution of education for experience is permitted.

SELECTIVE FACTORS: This position requires the possession of specialized knowledge, skill, and/or abilities.

Applicants MUST submit a separate, individual statement addressing the Selective Factors. Candidates will be evaluated on the extent and quality of their knowledge, skills and/or abilities in meeting this factor. Only applicants who show evidence of meeting the following factors will be considered for this position:

1. **Ability to develop relationships and productive partnership agreements with leaders in the Russian or Ukrainian community.**
2. **Ability to Speak, Read and Write fluently in the Russian or Ukrainian language.**

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3). Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.
2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.
3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.

For further information on this vacancy you may contact, Lori Ann Brockmeyer, HRS at (425) 908-3053.

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must submit a completed Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, or at OPM.gov).
3. Each applicant must address the Selective Factors.
4. Each applicant must address the Evaluation Criteria questions.
5. A complete and separate application must be submitted for **each** grade and posting (Internal/External) you are applying for.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (e.g. AF-08-2010-PS-01), title, series and grade (e.g. GG-0301-**07**) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 **MUST** show the type of Discharge (e.g. Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053.

APPLICATION DEADLINE: Application materials must be received by the Closing Date of the recruiting bulletin. Applications received after this date *will not* be considered. You may submit your application by mail, by courier, or in person to:

U.S. Census Bureau/ SERCC
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.